
20. STAFF CENTER

6,004 SF

Subcomponents:

- a. Staff Lounge
- b. Staff Kitchen
- c. Staff Vending Area
- d. Exercise and Shower
- e. Computer Training

COMPONENT: Staff Center

SUBCOMPONENT: Staff Lounge

AREA NET ASF: 2,991

ACTIVITIES:

This area accommodates relaxing and socializing activities for library staff and should provide a respite from the public. It should be well designed and have windows facing a landscaped area and located so that the public cannot see into the room.

Staff mailboxes should be nearby.

Every staff member with their own office or workstation will be provided with a lockable drawer for purse wallet and a place to hang coats in or near their office. Additional lockers are located here.

The professional library should be located here, as well as a computer for accessing online databases.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table: 32	Group Meeting:	Group Technology:
Carrel:	Lounge: 24	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:	STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY			STAFF TECHNOLOGY	
Information	Other Equipment		Information	Other Equipment
Technology			Technology	
				2 Telephones
				2 Televisions
				10 Headphones
				VCR/DVD Player

Notes:

COMPONENT: Staff Center

SUBCOMPONENT: Staff Lounge

AREA NET ASF: 2,991

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Lounge Chair	24	35.5	852	2'-9"x2'-9" padded chairs
Side Table for Lounge	12	15	180	
4 Place Dining Tables	8	100	800	3'6"x6'0" 4-Person Dining Tables with 4 chairs each
Television	2	5	10	(Wall Mounted) with headphones (5 per television) - consider wireless 'radio' style headphones
Headphones	10		13	2' of linear counter space with storage above and below. Headphones are for television viewing, consider wireless headphones that are dialed to a radio frequency broadcasting each television separately.
DVD/VCR Player	2		Inc.	Included in Television Space
Shelving			10	For periodicals and newspapers
Bulletin Board	1		20	8', wall mounted.

Telephone Alcove	1	20	
Cloak Closet		80	
Lockers	150	507	½ size lockers – 2 high
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Contingency		0	
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Subtotal		2,492	
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Total		2,991	With 1.20 Gross Factor

COMPONENT: Staff Center

SUBCOMPONENT: Staff Kitchen

AREA NET ASF: 348

ACTIVITIES:

This area accommodates cooking facilities for staff that will prepare meals here but eat at tables in the staff lounge. The choice of materials and organization of the space should facilitate easy cleanup and allow for several people to work at the same time.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:

SERVICE POINTS:

STAFF WORKSTATIONS:

PUBLIC TECHNOLOGY

Information

Technology

Other Equipment

STAFF TECHNOLOGY

Information

Technology

Other Equipment

Notes:

COMPONENT: Staff Center

SUBCOMPONENT: Staff Kitchen

AREA NET ASF: 348

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Sinks	2		Inc.	With Disposal Unit (Space Included in Counter Space)
Range Top & Oven	1		Inc.	4 burners, oven (Space Included in Counter Space)
Microwave Oven	2		Inc.	Built in (Space Included in Counter Space)
Refrigerator	2	25	50	Large refrigerator with no-frost freezer with an icemaker
Dishwasher	1		Inc.	Space Included in counter Space
Counter Space	20		240	2'-0"x6'-0" X lf of Counter space with overhead and below counter storage cabinets with locks
First Aid Equipment			Inc.	Space Included in Counter Space
Contingency			0	
Subtotal			290	
Total			348	With 1.20 Gross Factor

COMPONENT: Staff Center

SUBCOMPONENT: Staff Vending Area

AREA NET ASF: 210

ACTIVITIES:

This area accommodates vending machines for quick staff meals. It should be adjacent but separate from the staff lounge because vending machines are ugly and noisy. The machines need to be able to be serviced by an outside vendor.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
Magazines			
Newspapers			
Back Issue Magazines			
Back Issue			
Newspapers			
Microforms			

PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC COMPUTERS:		SERVICE POINTS:		STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY				STAFF TECHNOLOGY	
Information	Other Equipment	Information	Other Equipment	Information	Other Equipment
Technology		Technology		Technology	

Notes:

COMPONENT: Staff Center

SUBCOMPONENT: Staff Vending Area

AREA NET ASF: 210

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Vending Machine	5	35	175	
Contingency			0	
Subtotal			175	
Total			210	With 1.20 Gross Factor

COMPONENT: Staff Center

SUBCOMPONENT: Exercise and Shower

AREA NET ASF: 1,438

ACTIVITIES:

This area accommodates separate changing rooms for staff that exercises during the lunch or dinner hour or ride bikes to work. It should have lockers to store clothing when out of the library or showering and can be adjacent to staff toilets. Not all of the staff will use this area; it should be adjacent to the staff lounge, but considered a separate area.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Technology:
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:		SERVICE POINTS:		STAFF WORKSTATIONS:	
PUBLIC TECHNOLOGY				STAFF TECHNOLOGY	
Information		Other Equipment		Information	Other Equipment
Technology				Technology	
					Television
					Fitness Equipment

Notes:

COMPONENT: Staff Center

SUBCOMPONENT: Exercise and Shower

AREA NET ASF: 1,438

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	Nsf	Comments
Treadmill	2	45	90	
Stationary Bike	3	45	90	
Stretching Mat	1		144	
Universal Gym Machine	1		225	
Scale	1		5	
Television	2	5	10	Wall Mounted with headsets
Female Shower and Restroom			240	Shower and restroom with 2 water closets, two sinks, and two showers; also include a changing area with 6 lockers
Female Private Sick bay			50	Includes cot and side chair

Male Shower and Restroom		240	Shower and restroom with 1 water closets, 1 urinal, two sinks, and two showers; also include a changing area with 6 lockers
Lockers	16	54	½ size – stacked 2 high
Male Private Sick bay		50	Includes cot and side chair
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Contingency		0	
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Subtotal		1,198	
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Total		1,438	With 1.20 Gross Factor

COMPONENT: Staff Center

SUBCOMPONENT: Computer Training

AREA NET ASF: 1,017

ACTIVITIES:

This area accommodates a wired classroom for 24 persons for exclusive staff instruction. This area should provide space for staff to instruct staff. By locating this training room with staff facilities, the training area is never compromised by sharing it with public training and its visibility makes a statement to staff that constant upgrading of skills is the library modus operandi. Wall surfaces should accommodate for pinning and taping.

COLLECTION:

Type	Existing Collection	Future Collection	LF Capacity
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PUBLIC ACCOMODATION

Single Table:	Group Table:	Group Meeting:	Group Tech: 12 (24)
Carrel:	Lounge:	Bench:	Other:
Notes:			

PUBLIC WORKSTATIONS:

SERVICE POINTS:

STAFF WORKSTATIONS: 25

PUBLIC TECHNOLOGY

Information
Technology

Other Equipment

STAFF TECHNOLOGY

Information
Technology

Other Equipment

25 Multipurpose PCs

4 Shared Printers

CD Player

Data Projector

1 Screen

Microphone System

Notes:

COMPONENT: Staff Center

SUBCOMPONENT: Computer Training

AREA NET ASF: 1,017

STAFFING:

Component Manager	Existing Headcount	Future Headcount	Occupancy
Manager			
Assistant Manager			
Librarian			
Library Assistant			
Library Aide			
Specialist			
Technician			
Gardener			
Custodian			
Driver			

PRELIMINARY LIST OF FURNISHINGS AND EQUIPMENT:

Space	units	sf/unit	nsf	Comments
Lateral Filing Cabinets	2	15	30	With Locks
Rolling Cabinet for equipment			35	
Screen	1		16	6' wide Retractable ceiling hung screen for projector.
Shared Printers	4	13	52	2' of 30" deep counters with supply cabinets above
Trash receptacles	3	5	15	
Data Projector	1		N/A	Ceiling-Mounted with laptop and computer connection at podium
Multipurpose PCs	25		Inc.	Space Included in PC Station and Podium
Tack Board	1		Inc.	8lf of wall mounted board
White Board	2	20	40	8' of wall mounted erasable white board.

Podium	1		35	Includes workstation and connection for laptop to power, sound, network, and display. Consider light control from podium
Audio CD Player			Inc.	Space Included in podium
Microphone System			Inc.	Space included in podium, wall mounted speakers.
Wired PC Station Table	12	52	624	30"x72"x34"h table, provide 2 stacking chairs per table (2 computers per table)
Contingency			0	
Subtotal			847	
Total			1,017	With 1.20 Gross Factor